APRIL/MAY 2025

23USMA25/23USCS23/23USMC25/ 23UECP23A/23USIM23/23ISIT24 — OFFICE AUTOMATION

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

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1. What is Hardware?
2. Write the Types of Mouse.
3. What is Indentation in Word Processing?
4. What do you mean by Mail Merge?
5. What is Spread Sheet?
6. How to copy cells?
7. What are the types of Charts in excel?
8. Define Table.
9. Write steps to create new slide.
10. Write the file format extension for powerpoint presentation.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions.

11. (a) Differentiate Hardware and Software.

Or

(b) Explain about memory unit.

12. (a) Explain about Paragraph Alignment.

Or

(b) List out the menus in word.

13. (a) Write the formula for given below Marksheet preparation :

(i) Total

(ii) Grade.

Or

(b) Explain about Navigating in Excel sheet.

14. (a) How to working with tables?

Or

(b) Explain about charts in excel.

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15. (a) How to apply Special Object to Slides?

Or

(b) How to Set Timers in slide?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Draw a Block Diagram of Computer (CPU).

17. Explain about Bullets and Numbering.

18. How to create Inventory control report in Excel?

19. Explain briefly formatting and printing in charts.

20. Write a steps to create Slideshow in powerpoint presentation and Explain it.

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